

Instructions for On-Line Voucher Application

Direct questions to:

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For assistance with technical matters related to the on-line voucher application contact the Regional Training Center in your area.



Northern Arizona RTC (888) 394-1377

San Simon RTC (866) 830-5128

Tempe RTC (480) 965-3366

Tucson RTC (520) 225-4959

- Access the Arizona Department of Education's Common Logon Web Site <http://www.ade.az.gov/commonlogon/Login.asp?Mode=Logon>.
- Enter User Name and Password and Click "Continue".
Note: Contact Lori Damanti if you do not have a Common Logon Account.
- Click on **ESS Vouchers**.
Note: Contact Lori Damanti if **ESS Vouchers** is not included in the list of applications
- Click on "Select" and choose a school.



Vouchers		 Click Here for More Information	 Click Here for Feedback or Questions
Exceptional Student Services (00-12-02-000) Arizona State School for the Deaf and Blind - (00-12-02-027) Challenger			
Main Menu			
Current District / School			
District:	(00-12-02-000) Arizona State School for the Deaf and Blind		
School:	(00-12-02-027) Challenger		<input type="button" value="Select"/>
Menu Item		Description	
Approved Students		Approved Student List	
Add/Approve New Student		Add/Approve New Student	
View/Edit Applications		View/Edit Applications for Approval	
Claim Form		Enter/Edit a Claim for Payment	
Payment Report		Monthly Payment Report	
Quit		Close the ESS Voucher application.	

Approved Students: Use this link to search for students who are approved or to create a list of all approved students

- Click on “Approved Students”.
- Enter Voucher Number or Student’s Last Name and click “Search”
- Alternately, Click on a letter to search for all students with a last name that begins with that letter or click “ALL” to see a list of all approved students.

Add/Approve New Students: use this link to add new students for pending approval by Exceptional Student Services (ESS).

Vouchers
Exceptional Student Services
(00-12-02-000) Arizona State School for the Deaf and Blind - (00-12-02-027) Challenger

 Click Here for More Information  Click Here for Feedback or Questions

Student Application Entry **School Year: 2003**

Student Information
Voucher No.: New Student
Name (First / MI / Last):
Date of Birth:

- Click on “Add/Approve New Students”.
- Enter student’s First Name, Middle Initial, Last Name and Date of Birth.
Note: Date of Birth must be formatted as follows: MM/DD/YYYY
- Click on “Next”.

Vouchers

Exceptional Student Services

(00-12-02-000) Arizona State School for the Deaf and Blind - (00-12-02-027) Challenger



Click Here for
More Information



Click Here for
Feedback or Questions

Student Application Entry

School Year: 2003

Student

Voucher No.: New Student

Name (First / MI / Last): John W Doe

Date of Birth: 03/25/1995

Approval

District of Residence
(LEA):

School of Attendance
(SOA):

District of Residence Selection

CTDS No.:

Name:

CTDS No.

Name

[07-02-89-000](#)

Dysart Unified District

- Enter the CTDS number or Name of the student's District of Residence. (The student's home school district)
- Use the search feature to find a CTDS number or district name.
- Click on the blue CTDS number in front of the name of the District of Residence.
Note: The district's CTDS number will always end "000"
- Enter the student's School of Attendance. (The school in which the student is attending.)
- Enter the CTDS number or Name of the student's School of Attendance
- Use the search feature to find a CTDS number or school name.
- Click on the blue CTDS Number in front of the name of the School of Attendance.

Vouchers

Exceptional Student Services

(00-12-02-000) Arizona State School for the Deaf and Blind - (00-12-02-027) Challenger



Click Here for
More Information



Click Here for
Feedback or Questions

Student Application Entry

School Year: 2003

Student

Voucher No.: New Student
Name (First / MI / Last): John W Doe
Date of Birth: 03/25/1995

Approval

District of Residence (LEA): (07-02-89-000) Dysart Unified District
School of Attendance (SOA): (00-12-02-027) Challenger
Calendar: 1
Institution of Residence: Facility
Current Evaluation Date: 01/01/2003
Disability: HI - Hearing Impaired

Next >>

Cancel



- Calendar –Choose the calendar track for the student from the drop down menu.
- Institution of Residence – Choose “Home” or “Facility”, depending on where the student resides.
- Current Evaluation Date – Use date format: MM/DD/YYYY
- Disability – Choose the students disability from the drop down menu
Note: For MD, also choose the primary and secondary disability.
- Click “Next”
- Validate the displayed information.
- Click “Submit”

View/Edit Applications: use this link to view and/or edit information for students that have been entered, but are pending approval by ESS.

- Click on "View/Edit Applications".
- Click "ALL", or search by name or first letter of last name.
- Click "New Student" and then "Edit" if it is necessary to make changes.
- See "Add/Approve New Students" above for detailed instructions.

Claim Form: use this link to enter enrollment and/or withdrawal dates for approved students who have a change in enrollment. Note: all claim forms must be submitted by the 10th of every month in order to be processed that month. Any claims submitted after the 10th of the month will be processed the following month.

- Click on "Claim Form".
- Click "ALL" to receive a full list of all students who have approvals, or search by voucher number, students name, or first letter of their last name.
- Click on the blue Voucher Number in front of the student's name.

Vouchers		 Click Here for More Information	 Click Here for Feedback or Questions
Exceptional Student Services (00-12-02-000) Arizona State School for the Deaf and Blind - (00-12-02-023) DESERT VALLEYS REGION			
Claim Form		School Year: 2003	
Student			
Voucher No.:	I-03-02626		
Name (First / MI / Last):	Students	Name	
Date of Birth:	08/08/1996		
Disability:	HI -Hearing Impaired		
Claim			
Approval Date:	11/01/2002		
Enrollment Date:	<input type="text" value="11/01/2002"/>		
Withdrawal Date:	<input type="text"/>		
		<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

- Enter date that the student enrolled in educational services at your facility and/or the date that the student withdrew.
Note: Date format: MM/DD/YYYY
- Click “Submit”.
- Continue entering enrollment/withdrawal dates for each approved student with changes to their enrollment.

Payment Report: use this link to view and/or print your payment reports.

- Click on “Payment Report”.
- Click on “Print”.

Quit: Use this link to leave the ESS Voucher application and return to the Common Logon application access menu.

- Click on “Quit”.